

GOVERNMENT OF THE DISTRICT OF COLUMBIA POSITION VACANCY ANNOUNCEMENT

CHILD AND FAMILY SERVICES AGENCY OFFICE OF THE DEPUTY DIRECTOR FOR ADMINISTRATION

ANNOUNCEMENT NO: CFSA-06-R044

POSITION: PROGRAM ANALYST, DS-343-12

OPENING DATE: 10-24-05

CLOSING DATE: 11-03-05

IF "OPEN UNTIL FILLED"

SALARY RANGE: \$56,946 –\$73,362 PER ANNUM

FIRST SCREENING DATE: _____

WORK SITE: WASHINGTON, D.C.

TOUR OF DUTY: 8:15 A.M. TO 4:45 P.M.
Monday – Friday

PROMOTION POTENTIAL: NONE

AREA OF CONSIDERATION: UNLIMITED

NO. OF VACANCIES: ONE (1)

AGENCY: Child and Family Services Agency (CFSA), OD,ODDCP,QID

DURATION OF APPOINTMENT: | ☒ | Permanent | | Term (13 months to 4 years) NTE: Four (4) years
| | Temporary (Up to 1 year, Not-to-Exceed) _____

| ☒ | This position IS in the collective bargaining unit represented by **AFSCME - LOCAL 2401** and you may be required to pay an agency service fee through an automatic payroll deduction.

| | This position IS NOT in a collective bargaining unit.

RESIDENCY PREFERENCE AMENDMENT ACT: An applicant for a position in the Career Service or for an attorney position (DS-905) in the Excepted Service who is a bona fide resident of the District of Columbia AT THE TIME OF APPLICATION, may claim a hiring preference over a non-resident applicant by completing the D.C. 2000RP, Residency Preference for Employment Form, and submitting it with the D.C. 2000, Application for Employment. To be granted preference, an applicant must: (1) be qualified for the position; and (2) submit a claim form at the time of application. Except for employees entitled by law to preference, preference will not be granted unless the claim is made at the time of application.

BRIEF DESCRIPTION OF DUTIES:

The incumbent analyzes and evaluates (on a quantitative or qualitative basis) the effectiveness of line program operations in meeting established goals and objectives. Identifies actual or potential problem areas, trends, significant program accomplishments, merit and efficiency situations, areas of imbalance, and other similar issues in CFSA program that require resolution. Conducts studies to measure the timeliness of application processing of the program administration's compliance with legislative mandates and Agency policy. Identifies areas in which legislation is needed for better service delivery. Recommends draft legislation and provide comments on proposed legislation drafted by others. Performs management surveys to determine compliance with agency regulation, procedures, sound management practice, and effective utilization of staff. Maintains statistical data and assists in the development of quarterly and annual reports that summarize recommendations and corrective action activities, from Administrative Reviews; identifies systemic problems and develops or recommends problem resolution strategies. Participates in the process of identifying and recommending services/resources to meet the needs of abused and neglected children and their families. Analyzes and interprets existing, revised and newly established federal and District legislation, regulation, and policies that have a significant impact on the CFSA program operations. Organizes focus groups and other related activities to establish decision-making forums that may include clients, stakeholders and all levels of program staff. Assists with the development of management and/or program evaluation plans, procedures and methodology. Analyzes management information requirements to develop program or administrative reporting systems including the system specification, data gathering and analytical techniques, and systems evaluation methodology.

QUALIFICATION REQUIREMENTS:

- One (1) Year of specialized experience equivalent to at least the next lower grade, which has equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position and that is typically in or related to the work of the position to be filled.
- Candidate with a Masters Degree in Social Work (MSW), MA or MPP in social policy or human services related field is desired.

SUBMISSION OF RANKING FACTORS

The following ranking factors will be used in the evaluation process. All applicants **MUST** respond to the ranking factors **ON A SEPARATE SHEET OF PAPER**. Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc., that indicate the degree to which you possess the job-related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. **FAILURE TO RESPOND TO ALL RANKING FACTORS WILL ELIMINATE YOU FROM CONSIDERATION.**

1. Knowledge of human behavior dynamics, child development and group dynamics, as well as other social work and/or social policy theories, principles, concepts and techniques;
2. Knowledge of and skill in conducting studies and investigation, problem analysis and developing logical and documented recommendations to effect corrective action on highly complex and sensitive quality assurance problems;
3. Skills in discerning subtle difference in language and syntax which may impact upon meaning and intent to legislation and/or regulations; and
4. Ability to articulate concerns or positions on extremely sensitive issues both in written and oral presentation.

OTHER SIGNIFICANT FACTORS: Pursuant to the Child and Youth, Safety and Health Omnibus Emergency Amendment Act of 2002 and Mayor's Order 90-27 Drug-Free Workplace Act of 1988; the individual selected to fill this position will, as a condition of employment, be required to complete a Drug and Alcohol Test, Criminal Background Check and Child Protection Registry (CPR). Employment with the CFSA is subject to satisfactory findings.

DRUG-FREE WORK PLACE ACT OF 1988: "PURSUANT TO THE REQUIREMENTS OF THE DRUG-FREE WORKPLACE ACT OF 1988, THE INDIVIDUAL SELECTED TO FILL THIS POSITION WILL, AS A CONDITION OF EMPLOYMENT, BE REQUIRED TO NOTIFY HIS OR HER IMMEDIATE SUPERVISOR, IN WRITING, NO LATER THAN FIVE (5) DAYS AFTER CONVICTION OF OR A PLEA OF GUILTY TO A VIOLATION OF ANY CRIMINAL DRUG STATUTE OCCURRING IN THE WORKPLACE."

APPLICATIONS SUBMITTED FOR CONSIDERATION WILL NOT BE RETURNED TO THE APPLICANT, EXCEPT APPLICATIONS RECEIVED OUTSIDE THE AREA OF CONSIDERATION OR AFTER THE CLOSING DATE.

HOW TO APPLY: ALL APPLICANTS, AGENCY EMPLOYEES AND OTHER D.C. GOVERNMENT EMPLOYEES MUST SUBMIT THE DISTRICT OF COLUMBIA GOVERNMENT EMPLOYMENT APPLICATION, DC 2000.

MAIL TO:	Child and Family Services Agency Office of the Deputy Director for Human Resources 400 6th Street, SW Washington, DC 20024	WALK-INS:	955 L'Enfant Plaza, 5th Floor Washington, D.C. 20024
TO APPLY:			
FAX TO:	(202) 727-5750	WEB SITE:	www.cfsa.dc.gov
EMAIL TO:	cf saj obs@cf sa-dc.org	TELEPHONE:	(202) 724-7373

IN ACCORDANCE WITH THE DC HUMAN RIGHTS ACT OF 1977, AS AMENDED, DC CODE SECTION 2.1401.01 et seq., ("THE ACT") THE DISTRICT OF COLUMBIA DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, MARITAL STATUS, PERSONAL APPEARANCE, SEXUAL ORIENTATION, FAMILIAL STATUS, FAMILY RESPONSIBILITIES, MATRICULATION, POLITICAL AFFILIATION, DISABILITY, SOURCE OF INCOME, OR PLACE OF RESIDENCE OR BUSINESS. DISCRIMINATION IN VIOLATION OF THE ACT WILL NOT BE TOLERATED. VIOLATORS WILL BE SUBJECT TO DISCIPLINARY ACTION.

SALARY REDUCTION OF REEMPLOYED ANNUITANTS: An individual selected for employment in the District government on or after January 1, 1980, who is receiving an annuity under any District government civilian retirement system, shall have his or her pay reduced by the amount of annuity allocable to the period of employment.

OFFICIAL JOB OFFERS ARE MADE ONLY BY THE OFFICE OF THE DEPUTY DIRECTOR FOR ADMINISTRATION
